

U.S. MISSION, PAKISTAN - CONSULATE GENERAL LAHORE

VACANCY ANNOUNCEMENT NUMBER: 10-309

OPEN TO:	All Interested Candidates	OPENING DATE:	December 6, 2010
POSITION:	Custodian/Laborer , FSN-1; FP-DD*	CLOSING DATE:	December 19, 2010
POSITION NO:	L-52660		
WORK HOURS:	Full-time; 40 hours/week		
SALARY:	*Not-Ordinarily Resident: US\$17,803 p.a. (Starting salary) (Position Grade: FP-DD to be confirmed by Washington) *Ordinarily Resident: Rs. 260,723 p.a. (Starting salary) (Position Grade: FSN-1)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Lahore seeking an individual for the position of Custodian/Laborer in the Facilities Maintenance Office.

BASIC FUNCTION OF POSITION

The incumbent of this position performs janitorial works alone or as a member of a custodian crew. Cleans restrooms: sweeping, mopping, scrubbing, waxing floors, disinfecting and deodorizing lavatories, commodes and other restroom fixtures, polishes and clean mirrors and water fountains, dusts wood work and replaces soaps, deodorizers, towels and toilet tissue. Assists skilled trade workers and warehouseman by carrying, holding, lifting and moving materials. Move cartons and boxes from one location to another. Performs other duties as assigned.

QUALIFICATIONS REQUIRED

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Completion of 5th grade is required.
- 2. EXPERIENCE:** One year custodian/janitorial work are required.
- 3. LANGUAGE:** Level I (rudimentary) of English, Level II (limited knowledge) Speaking/Reading/Writing of Urdu is required.
- 4. KNOWLEDGE:** A good knowledge of various detergents, application of furniture polish, use of the metal polish on brass/copper work. Incumbent must be able to use all tools of custodial trade.
- 5. ABILITIES & SKILLS:** Ability to operate the vacuum cleaner and other related cleaning equipment etc.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff).

Application should be forwarded on the following mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop.

Applications can also be submitted by email at HROIslamabad@state.gov. While submitting through email, the Vacancy Announcement Number (e.g. 10-150) must be mentioned in the subject line.

SUBMIT COMPLETED DS-174 TO:

Human Resources Office, U.S. Embassy Islamabad

P.O. Box 1048, GPO, Islamabad.

Please don't attach any document with your application. Incomplete and submissions after closing date will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: December 19, 2010

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.